

# Public Speaking

GoSkills online course syllabus

Monday, August 10, 2020

**Skill level**

Beginner

**Lessons**

36

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 43m

**Estimated study time**

9h for all materials

**Instructor**

TJ Walker

## Creating Your Presentation

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- 1 Brainstorm Your Topics**  
Brainstorm every topic you want to cover in your speech.
- 2 How Many Points Should Your Presentation Cover?**  
Decide what key points your presentation will cover.
- 3 What is Your Water Cooler Message?**  
Plan what you want the key takeaway of your speech to be.
- 4 Benefits for Your Audience**  
Tell the audience how your speech will benefit them.
- 5 Writing a Speech**  
Avoid the most common mistakes people make in writing a speech.
- 6 Magical Phrase for Every Speech**  
Use relevant examples to illustrate your points.
- 7 Time to Rehearse Your Presentation**  
Become a better speaker by rehearsing your presentation on video.

## PowerPoint Presentations

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## There is No Such Thing as a PowerPoint Presentation

The goal of a PowerPoint presentation is the same as any presentation - to deliver a memorable message to the audience.

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## PowerPoint Slide Rules

Best practices for how many points, slides and images to use in a PowerPoint presentation.

10

## Use Two Separate PowerPoints

Make your presentation easier to follow by reducing the amount of text used in your slides.

11

## Animation, Video and Special Effects

Best practices for using animations and special effects in a presentation.

12

## B is for Black

How and why to black out your screen during a PowerPoint presentation.

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## Time to Rehearse Your PowerPoint Presentation

Become a better speaker by rehearsing your PowerPoint presentation on video.

# Public Speaking Mechanics

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## How to Eliminate Nervousness

The reasons people feel nervous about public speaking and how to reduce your nerves.

15

## What to Do if You Don't Like Your Voice

Why your voice sounds different in a recording and how to overcome a complex about how you sound.

16

## How to Speak with Confidence

How to increase your confidence when speaking in front of an audience.

17

## How to Start a Speech

Best practices and techniques for how to effectively start a speech.

18

## How to Pace and Close a Speech

Best practices and techniques for how to pace and end a speech.

19

## How Long Should Your Speech Be?

How to work with time limits and time reductions.

- 20** 'Tell Them What You are Going to Tell Them' Approach  
Caveats of telling the audience the same message repeatedly in a linear fashion.
- 21** How to Put Your Audience at Ease  
How to make the audience and yourself feel comfortable during a presentation.
- 22** How to Choose Memorable Messages  
Best practices for choosing messages tailored to the audience.
- 23** How to Use Humor in a Speech  
Benefits and best practices of using humor in a speech.
- 24** How Should You Rehearse Your Speech?  
Most effective methods for rehearsing your speech to get results.
- 25** How to Manage Time  
How to manage time when preparing, rehearsing and giving your presentation.
- 26** How to Recover from a Memory Lapse  
What you should do to stay cool, calm and collected during a memory lapse.
- 27** How to Manage Challenges from the Audience  
How to manage an inattentive or disruptive audience member.
- 28** How to Remember What to Say  
How to remember what to say without reading your speech word for word.
- 29** Learn by Critiquing Others  
How observing and critiquing other public speakers can help you improve your speaking skills.
- 30** Time to Rehearse Your Presentation Again  
Become a better speaker by rehearsing your presentation on video.

## How to Tell Stories

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- 31** Stories Make Great Speeches  
How to tell stories that make your speeches interesting and memorable.

**32** Story Settings  
How to describe the setting of your story to capture the audience's imagination and memory.

**33** Essential Story Elements: Dialogue and Conflict  
How to use dialogue and conflict to make your story more effective.

**34** Don't Tell Stories, Relive Them  
How to relive a story so that the audience can visualize and remember your messages.

**35** Time to Rehearse Your Story  
Become a better speaker by rehearsing your presentation on video.

## Conclusion

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**36** Conclusion  
Key takeaways for continuous improvement in public speaking.

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